

# ECAD TRAVEL REQUEST


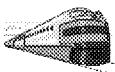


BCD - 866-964-1346  
Travel Help Desk 513-487-2346 or  
Cind\_travel@epa.gov

Please bold your selection

Name: <b>Chuck Schadel</b>		Contact # during travel: <b>215-814-5761</b>
Travel Begin: <b>1/20/22</b>		Travel End: <b>1/20/22</b>
<b>X NO COST TRAVEL</b>	<b>UNDER 50 MILES</b>	<b>OVER 50 MILES</b>
Destination city: (list location and dates if more than 1) <b>Millsboro, DE</b>		
Description/Purpose of Travel: <b>NPDES Inspection</b>		
Travel Purpose Code:		
<input type="checkbox"/>	P1 - Employee Emergency	
<input type="checkbox"/>	P2 - Mission Operational (Informational Meeting or Speech)	
<input checked="" type="checkbox"/>	P3 - Special Agency Mission (Site and enforcement related travel)	
<input type="checkbox"/>	P4 - Conference	
<input type="checkbox"/>	P5 - Training	
<input type="checkbox"/>	P6 - Relocation	

If travel is funded outside Region 3 attach Cross Funding Accounting from Office paying for trip  
Registration Fees are paid with a Division Bank Card when your SF-182 is approved. DO NOT use your own Credit Card.

## Reservations

	Destination Airport:	Destination Departure Time:
	Departure Time:	Other Preferences:
	Amtrak Departure Time:	Destination Departure Time:
	GSA Car Reservation Made	Reserved GSA Vehicle
	Privately Owned Vehicle (POV) Justification:	
Hotel Name, Address, Zip Code:		Made Own Reservation:
Higher Lodging Required?	Justification for Higher Lodging: (Lodging must not be available at government rate within a reasonable distance and a memo from your supervisor if over 150% of gov't rate is required.)	
List meals included:		

Submit this request via email to [R3\\_ECAD\\_ADMIN@epa.gov](mailto:R3_ECAD_ADMIN@epa.gov) with all required documents for processing

### Expenses

	Estimated Cost		Actual Cost	GOV/ Personal Reimbursement		Estimated Cost		Actual Cost	GOV/ Personal Reimbursement
Hotel Tax					Parking				
Tolls					Rental Car				
Internet Access Charge					Gas (for rental car)				
Supplies					Public Transit				
Excess Baggage					POV (56 ¢ per mile)	0 miles		No. of miles	
Other (list in this box)					POV (16 ¢ per mile) Gov. vehicle, available but not used	No. of miles		No. of miles	

Retain receipts for Train, Air, Lodging, Rental Car, and any expense over \$75 to submit with your voucher. Meal Receipts are not needed. **\*Train and air receipts need fare listed; itineraries and boarding passes are not accepted.\***

### Funding

**Select if you are using one of the below funding.**

Selection	PRC Name (Section Authorized to use)	Concur Funding Code	Accounting PRC
<input type="checkbox"/>	Chesapeake Bay (3ED21, 3ED32)	EPM3ED	000E63
<input type="checkbox"/>	Oil (3ED12, 3ED13)	OIL1ED	000D91

Please consult with your supervisor if you don't know what type of funding to use.

### Supervisor Approval

**Gold, Peter**

Digitally signed by Gold, Peter  
Date: 2022.01.12 09:55:35  
-05'00'

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Before you travel make sure your TA is Authorized in Concur.**

**Have a safe trip and remember to submit this form with actual cost for  
your voucher when you return.**

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Internal Document – Not to be distributed outside EPA Region III

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